

**Livingston**



**Student Center**



# Livingston Student Center

84 Joyce Kilmer Ave.  
Piscataway NJ, 08854  
phone: (732) 445-3561  
fax: (732) 445-2752  
[www.lsc.rutgers.edu](http://www.lsc.rutgers.edu)



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*The Livingston Student Center is committed to creating a pleasant environment for you to have your meetings, conferences, and special events.*



*Whether it's a small or large event, our staff is dedicated to providing you with excellent customer service. We combine the best of both worlds in a small, friendly College with the extensive resources of a major University.*



*We look forward to helping you make your next event a satisfying experience for you and your guests.*



(North or South)

from  
ROOM RATES

## RUTGERS UNIVERSITY GROUPS

The following rates apply to University Groups using the Livingston Student Center when no admission, registration, or attendance fees are charged:

### MEETING ROOMS

There is no charge for Meeting Room use. Rooms must be left in standard setup (see Room Layout page). Any changes to room set up must be determined prior to event date and will incur a \$30 set up fee. Any non-approved changes to room set up will incur a \$40 charge.

### COLLEGE HALL

Empty Room - Billed at the rate of \$40 per use. Special setup includes tables, chairs, lectern, stage, projection screen or any other equipment. These setups will incur an additional charge of \$30 per hour, minimum of two hours. (In addition, see charges for equipment use.)

### Room Rental Fees

The rental fees listed below are charged when the scheduled event has an admission, registration, attendance fee, or possible donation.

Room	4 Hours or Less	Hourly After 4 Hours
College Hall A	\$100	\$25.00 per hr
College Hall B	75	18.75 per hr
College Hall A&B	200	50.00 per hr
Room 113	60	15.00 per hr
Room 111	40	10.00 per hr
Room 109	40	10.00 per hr
Skylight Cafe	75	18.75 per hr
Livingston Lounge	75	18.75 per hr
Yorba Lounge (Tillett Hall)	75	18.75 per hr

## ADDITIONAL CHARGES FOR UNIVERSITY GROUPS

### Security

Major events may require security coverage by University Police, with appropriate charges billed directly by RUPD. Attendance at Police meetings in the Events Coordinator's office is required.

### Reservation Cancellation

Should you need to do so, please cancel as soon as possible so that the space can be made available to others. Cancellations must be in writing. The following cancellation fees apply:

#### College Hall

Less than thirty days, \$40 or half the total facility charge, whichever is greater. One day or less (including no shows), \$100 or total facility charge, whichever is greater.

#### Meeting Rooms

Less than thirty days, \$15 or half the total facility charge, whichever is greater. One day or less (including no shows), \$25.00 or total facility charges.

#### **NOTE:**

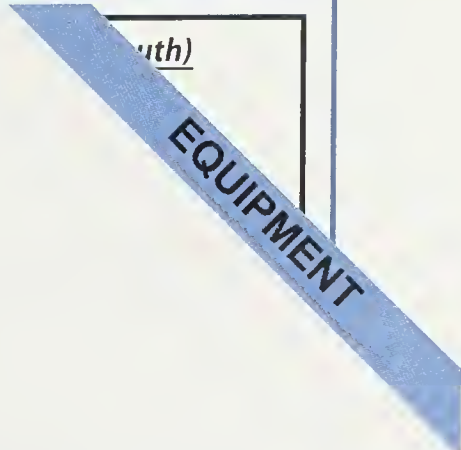
For groups with repeated cancellations, the Livingston Student Center reserves the right to apply a \$35.00 non-refundable administrative processing charge on future reservations.

### Vendor/Display/Information Tables

Student Organizations or University departments sponsoring vendors - \$10 per table. (Sponsoring group must charge vendor a fee or get a percentage of sales.) Vendor must provide addendum to Insurance Policy in amount of one million dollars naming Rutgers University as additionally insured for dates on campus. If insurance cannot be provided, you must pay a \$25 Risk Management fee. Ticket sales, bake sales and info tables by University groups, no charge.

### Overtime Charges

All fees listed above are based on events occurring within regularly scheduled building hours while classes are in session. Early opening/late closing can be arranged at the following rates: 1. Saturday and Sunday before noon, \$60 per hour or part thereof; 2. Monday through Friday before 8 A.M., \$50 per hour or part thereof; 3. Sunday through Thursday after Midnight, \$100 per hour or part thereof.



## EQUIPMENT RENTAL RATES

The following rates apply to Groups using the Livingston Student Center.

Slide Projector.....	\$20
16mmProjector.....	\$15
Overhead Projector .....	\$20
TV/VCR.....	\$30
Portable screen(Without our equipment) .....	\$10
Large Screen Video Projector/VCR .....	\$30
Microphones (each) .....	\$10
Sound System .....	\$30
Spotlight/audio visual operator .....	\$10/hr
Stage lights .....	\$25
Spotlight .....	\$30
Telephone/Fax in College Hall .....	\$25
Piano (Steinway) .....	\$50
With tuning .....	\$75
4x8 stage piece (each) .....	\$10
Easel/flip chart .....	\$15
Easel only .....	N/C
Wristbands (each) .....	\$0.10

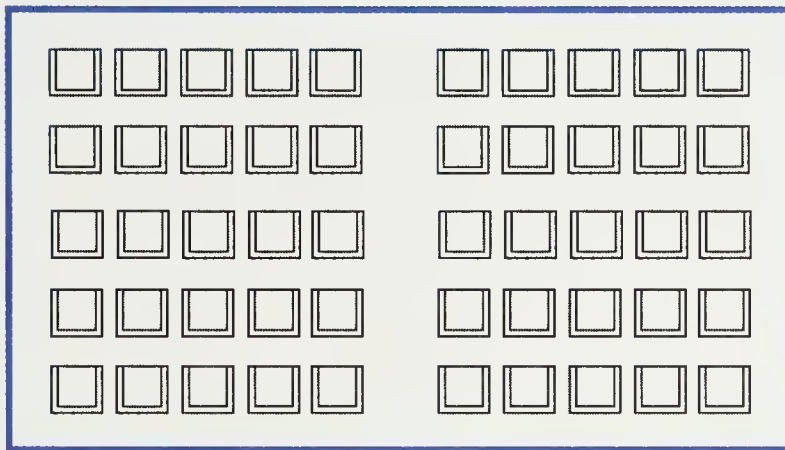
Additional technical equipment is available including concert sound system, connection to internet, lighting, satellite downlink and others. Use fees arranged under special agreement. For multiple dates, the stage fee is a one time charge. For multiple dates, the equipment fee is a daily charge.



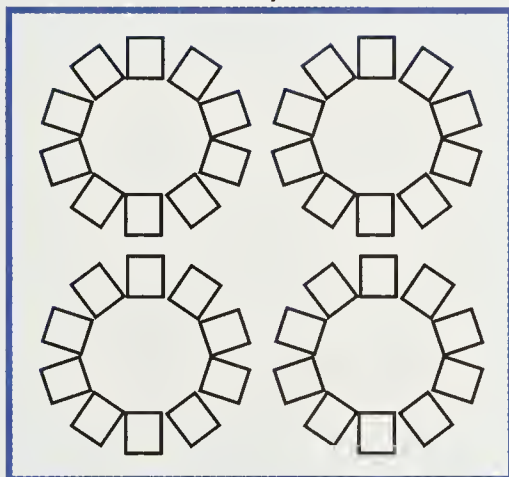
# SAMPLE ROOM LAYOUTS

ROOM LAYOUT

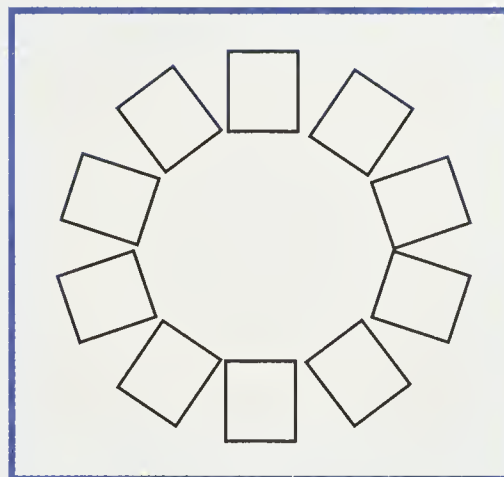
Auditorium



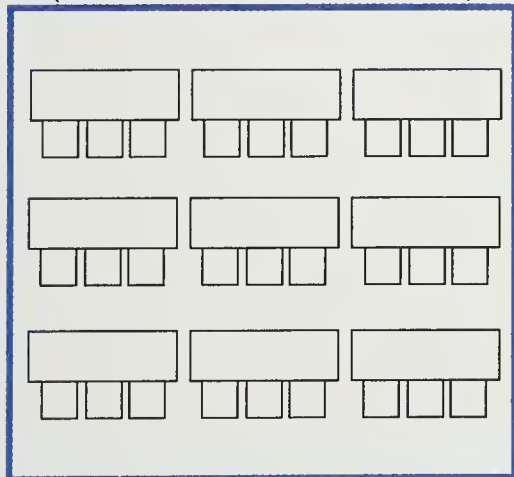
Banquet



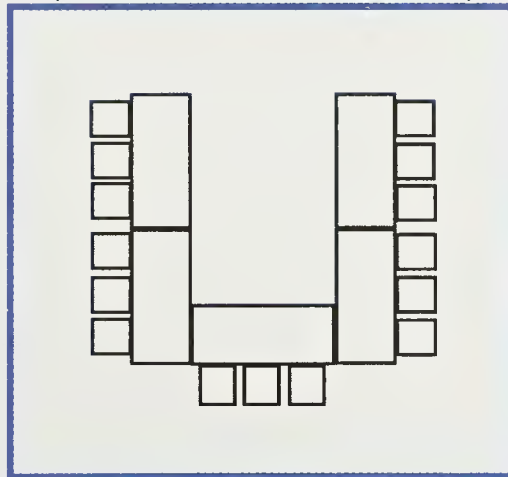
Circle of Chairs



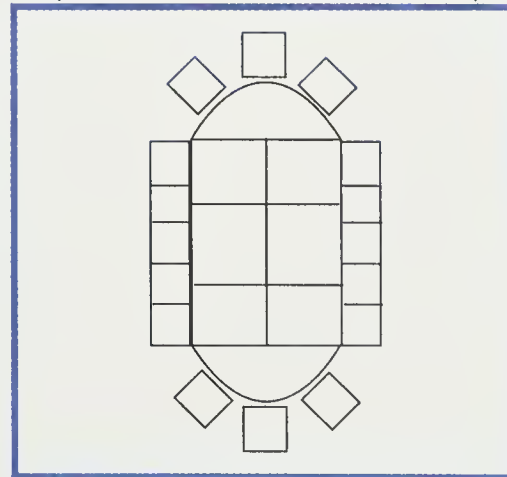
Classroom  
(Standard for Room 111)



U-Shaped  
(Standard for Room 113)



Conference  
(Standard for Room 109)



## Capacity Chart

ROOM	AUDITORIUM	CIRCLE OF CHAIRS	CONFERENCE	BANQUET	CLASSROOM	U-SHAPED
College Hall	450	-	-	240	75	-
College Hall A	250	60	100	128	45	50
College Hall B	120	50	50	56	30	40
Room 113	50	50	25	-	36	50
Room 111	40	50	25	-	36	30
Room 109	-	-	30	-	-	-







## DINING AND CATERING

Within the Student Center are three dining services: Sbarro's Italian Eatery, Dunkin' Donuts, and The Rock Cafe. Groups using the Student Center are welcome to have their guests use these services for breakfast, lunch or dinner. Additionally, the Livingston Student Center offers various meeting and event catering options.

### Student Center Catering (Groups under 40 People)

#### BREAKFAST

##### Dunkin' Donuts

(Pick Up Service Only)

Box of Joe Coffee (Ten Cups).....\$10.59

Box of Joe with Dozen Donuts .....\$13.99

Coffee Choices:

Regular, Decaf, French Vanilla and Hazelnut

##### The Rock Cafe

(Drop Off Delivery Service)

Regular & Decaf Coffee & Tea Service.....\$1.25/person

Coffee & Tea

with Muffins and

Bagels.....\$2.95/person

#### LUNCH

##### The Rock Cafe

(Drop Off Delivery Service)

**Deli Tray** with assorted meats, cheeses, bread, rolls, condiments and soda

**Choice of two salads:**

potato, macaroni, pasta or tossed

Choice of cookies or brownies ..... \$7.00/person

**Specialty Sandwiches & Hoagies** with condiments and soda

**Choice of two salads:**

potato, macaroni, pasta or tossed

Choice of cookies or brownies .... \$7.00-\$8.00/person

**\*Various Menu Items & Hot Specials available**

- call for details

##### Sbarro's Italian Eatery

Featuring a wide variety of pizza, pasta & entrees

-call for details

**Catering orders from The Rock Cafe, Sbarro's or Dunkin' Donuts should be made a minimum of one week in advance. For more information call 732-445-1330 for The Rock Cafe & Dunkin' Donuts and 732-445-2779 for Sbarro's.**

#### Rutgers University Catering

In addition to our in-house catering, special breakfasts, luncheons, dinners and receptions for groups over forty can be catered by University Dining Services. Two weeks advance notice is needed.

Please call 732-932-8044 for more information.

Dining Services Catering prices range from:

Breakfast.....\$1.00 - \$9.50 per person

Luncheons.....\$6.60 - \$9.00 per person

Dinners.....\$13.00 - \$27.50 per person



**From The Turnpike (North or South)**

1. Take Turnpike N/S and get off at exit 9
2. After toll, bear right, follow sign for Rt. 18 North
3. Take Rt. 18 North
4. Upon reaching the third traffic light (just after you come over the bridge), drive straight ahead onto Metlar's Lane.
5. Once on Metlar's Lane, go approximately 1 mile to the traffic light, make a right turn onto Avenue E
6. Continue on Avenue E and make a left turn at the second street which is Rockefeller Road
7. Once on Rockefeller Road, make the first right (at the stop sign) onto Joyce Kilmer Avenue
8. Continue on Joyce Kilmer Avenue for approximately 1,000 feet and on the left is Lot 104. You may park only in Lot 104. The Livingston Student Center is across from Lot 104.

**From the Garden State Parkway (North or South)**

1. Take Parkway exit #129
2. Follow signs to NJ Turnpike South
3. Take Turnpike South and follow directions above from the Turnpike #1 - #8

**From Route 1 (North from Trenton, South from Newark)**

1. Take exit for Rt. 18 North and follow directions above from the Turnpike #4 - #8

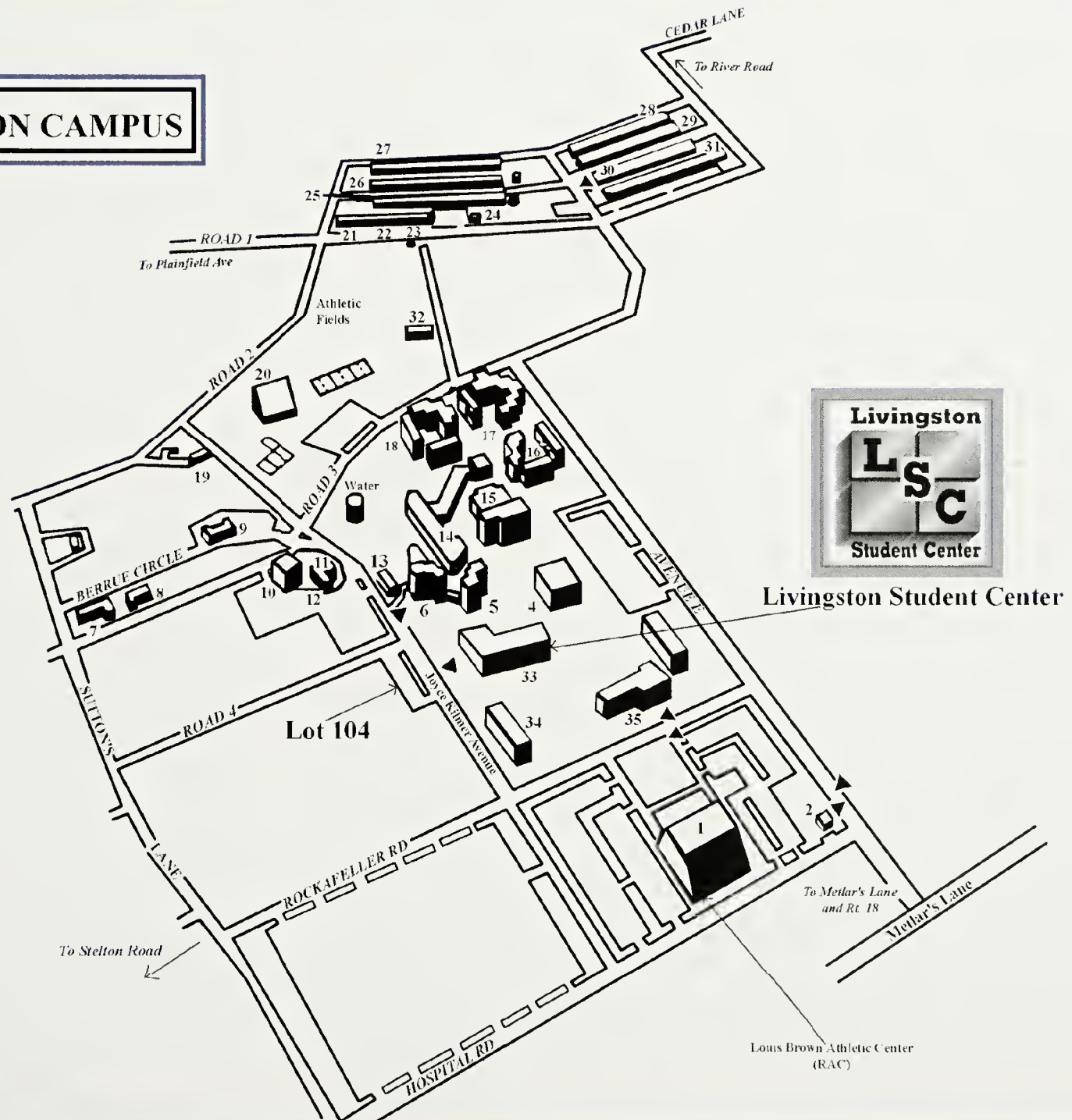
**RT. 287 South Bound**

1. Exit 9 (Bound Brook/Highland Park)
2. Stay to your right off exit ramp and go to the 5th traffic light (Metlar's Lane). Turn Left
3. Follow directions above #5 - #8

**RT. 287 North Bound**

1. Same as above except turn left at the top of the exit ramp

**LIVINGSTON CAMPUS**



THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

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Livingston Student Center

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